

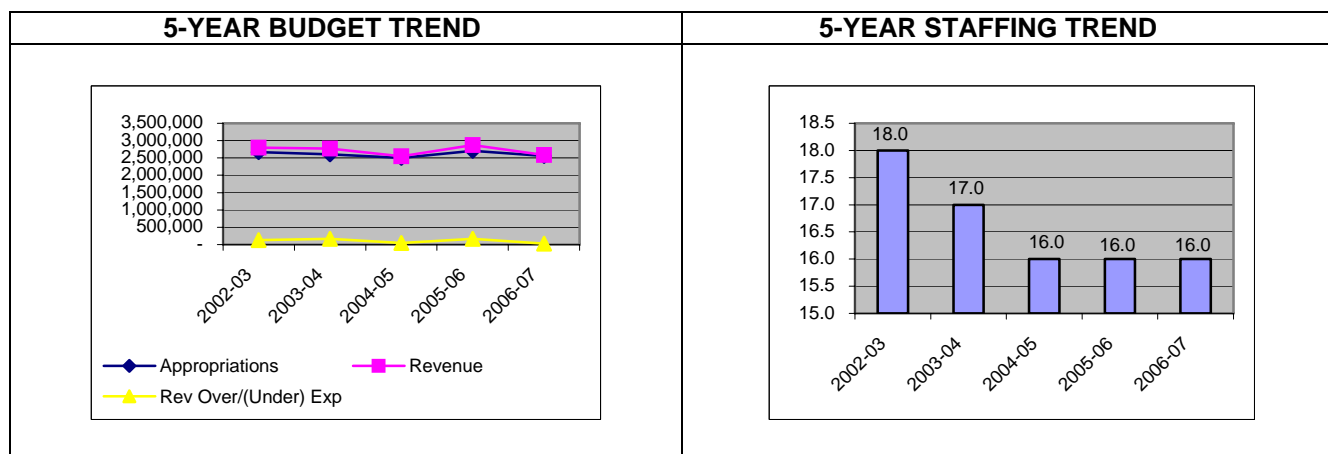
Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. The purpose of this division is to provide high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in a timely and most cost effective manner that is beneficial to all its customers.

The Purchasing – Printing Services Division budget unit is an Internal Service Fund (ISF). All operational costs of this program are distributed to user departments through user rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY



PERFORMANCE HISTORY

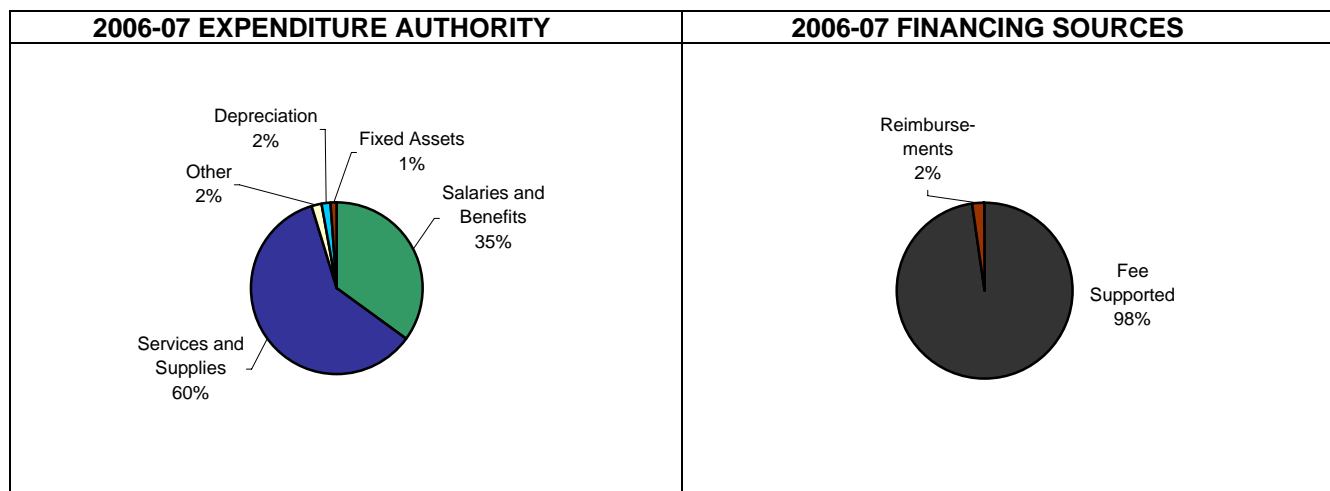
	Actual 2002-03	Actual 2003-04	Actual 2004-05	Modified Budget 2005-06	Estimate 2005-06
Appropriation	2,535,869	2,548,386	2,552,427	2,709,622	2,535,037
Departmental Revenue	2,392,449	2,503,248	2,677,230	2,876,039	2,548,010
Revenue Over/(Under) Exp	(143,420)	(45,138)	124,803	166,417	12,973
Budgeted Staffing				16.0	
Fixed Assets	46,229	187,189	32,826	12,566	7,421
Unrestricted Net Assets Available at Year End	441,388	161,402	258,995	-	294,019

Estimated expenditures and associated revenue in 2005-06 are below budget by approximately \$180,000 and \$250,000, respectively, as a result of the ISD variable data printing project not being undertaken by Printing Services.

In 2006-07, unrestricted net assets are expected to remain stable. Per the June 30, 2005 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is approximately \$423,587. During 2006-07, the rates for Printing Services will be evaluated to determine if rate adjustments will be required in 2007-08 in order to meet the department's plan of fully funding the working capital reserve by June 30, 2008.



ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Estimate	2005-06 Final Budget	2006-07 Proposed Budget	Change From 2005-06 Final Budget
Appropriation							
Salaries and Benefits	703,959	785,560	807,396	802,382	893,627	931,906	38,279
Services and Supplies	1,829,017	1,748,784	1,734,253	1,658,352	1,746,836	1,583,700	(163,136)
Central Computer	3,633	5,030	7,378	9,305	8,625	9,796	1,171
Other Charges	7,618	4,659	3,363	5,345	201	-	(201)
Transfers	34,300	52,143	52,259	52,253	52,253	53,125	872
Total Exp Authority	2,578,527	2,596,176	2,604,649	2,527,637	2,701,542	2,578,527	(123,015)
Reimbursements	(42,658)	(47,790)	(52,222)	(57,822)	(57,822)	(59,776)	(1,954)
Total Appropriation	2,535,869	2,548,386	2,552,427	2,469,815	2,643,720	2,518,751	(124,969)
Depreciation	-	-	-	65,222	65,222	41,277	(23,945)
Total Requirements	2,535,869	2,548,386	2,552,427	2,535,037	2,708,942	2,560,028	(148,914)
Departmental Revenue							
Current Services	2,385,669	2,503,178	2,676,235	2,548,010	2,875,359	2,586,287	(289,072)
Other Revenue	6,780	70	995	-	-	-	-
Total Revenue	2,392,449	2,503,248	2,677,230	2,548,010	2,875,359	2,586,287	(289,072)
Rev Over/(Under) Exp	(143,420)	(45,138)	124,803	12,973	166,417	26,259	(140,158)
Budgeted Staffing					16.0	16.0	-
Fixed Assets							
Improvement to Structures	-	-	-	-	-	25,000	25,000
Equipment	1,008	139,010	-	-	-	7,500	7,500
L/P Equipment	45,221	48,179	32,826	7,421	12,566	-	(12,566)
Total Fixed Assets	46,229	187,189	32,826	7,421	12,566	32,500	19,934

In 2006-07, the department will incur increased costs in MOU, retirement, central computer and inflationary services and supplies purchases; and will incur decreased costs in worker's compensation. These costs are reflected in the Change From 2005-06 Final Budget column, along with changes related to department recommendations.

